



Private Sector Leasing (PSL) Scheme

Information pack for landlords

Epsom & Ewell Borough Council
Town Hall
The Parade
Epsom
Surrey
KT18 5BY

Private Sector Leasing (PSL) Scheme Information pack for landlords

Help us make your property someone's home

Introduction

Epsom & Ewell Borough Council (EEBC) has set up a new private sector leasing (PSL) scheme which will allow us to assist local families in housing need whilst reducing the risks and hassle of letting for landlords.

Under the scheme we will lease properties for a period of between three to five years. Your rent is guaranteed for the lease period, irrespective of any void periods, and we manage the property on a day to day basis with no additional cost to you. We will use properties leased in this way to provide temporary accommodation to local families in housing need.

Benefits for landlords

The benefit for you is that the scheme allows you to maintain your property investment and income, but without dealing with day to day tenancy and property management issues, such as inventories, rent collection, periodic property inspections and minor repairs. The day to day management is all dealt with by us and you are not charged anything for this service.

The scheme has many advantages for you:

- Guaranteed rent - whether the property is occupied or not
- We manage the property for you
- A single point of contact within the council
- No inventory inspection costs
- Regular property inspections
- 'Right to rent' checks carried out by the council
- No need to register deposits with TDP schemes
- Long leases of three to five years
- No letting agent or management fees
- Minor repairs undertaken up to the value of £500 per year
- Routine and major repairs can be arranged on your behalf for a fee
- Property returned in original condition (minus fair wear and tear)
- Property returned with vacant possession at the end of the lease period

Benefits for families and the local community

Local families benefit as we are able to provide good quality temporary housing, which is within the local area.

The alternative is often located out of the borough and can be some distance away, disrupting home life, work and school at what can already be a stressful time.

There is also a benefit for the local community as empty properties, which can blight an area, are brought back into use.

Summary of how the PSL Scheme works

- We will lease your property from you for a period of three years to five years
- We will guarantee the rent for the duration of the lease – irrespective of any void periods or tenant rent arrears
- We take possession of your property and sub-let it to local people in housing need. We manage the property and any tenancies at no additional cost to you.
- We will undertake minor repairs up to a total value of £500 per year. However, as the owner of the property, you will still have responsibility for some disrepair and maintenance (this will be clearly explained in any lease agreement). If the property has gas, then you will need to arrange the annual gas safety inspections and have a gas service contract in place.
- At the end of the agreement, we will return the property to you in the same condition as when the agreement started (minus fair wear and tear)

We are confident that our PSL scheme represents good value to property owners and is relatively low risk when compared with letting the property on the open market.

If you are interested in the scheme and you have a property that you would like to be considered for the PSL scheme, please complete the online form on the PSL page of our website. Our PSL officer will then contact you to discuss the scheme and arrange an inspection. Alternatively you can contact our PSL officer on 01372 732000.

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Contact	PSL officer
Website	www.epsom-ewell.gov.uk/Housing
Email	housing@epsom-ewell.gov.uk
Telephone	01372 732000
Address	Housing Services, Town Hall, The Parade, Epsom, Surrey KT18 5BY

Frequently Asked Questions

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What types of properties are required?

We need 1, 2 and 3 bedroom unfurnished self-contained properties. Demand and needs change from time to time and our PSL officer can advise you further. The properties should ideally be located in our borough or in close neighbouring boroughs.

Properties must be in good state of repair, as required under the Housing Health and Safety Rating System (HHSRS), and meet our letting standards as set out below. All properties must have adequate and suitable fixed space heating.

Properties should be unfurnished with suitable floor coverings and working smoke and carbon monoxide alarms. White goods are not required, unless they are built-in. If built in appliances are present they will need to have Portable Appliance Testing (PAT).

Properties can be flats or houses. We will consider flats situated above shops but we cannot lease flats situated over pubs, restaurants, fast food outlets, convenience stores, dry cleaners or other similar operations. We cannot accept properties where a bedroom is accessed through the kitchen or bathroom.

If the property required refurbishment, and has been an empty property, we may be able to assist with carrying out some works if a longer lease can be agreed so it is worth contacting our PSL officer to discuss the options.

How much rent am I likely to receive?

We will confirm the proposed rent for your property once our PSL officer has undertaken an inspection. The rent levels are based on the number of bedrooms the property has and are likely to be in the local housing allowance range.

We guarantee payment of the rent for the duration of the lease. This means that you will receive the agreed rent figure in full every month as well as up to £500 worth of repairs per year. You will have no commission fees, no void costs, no rent arrears, nor will you have any of the costs you would usually incur between tenancies (e.g. redecorating costs).

We are keen to ensure that the PSL scheme is attractive to property owners. Whilst we recognise that these rents are below market rent there are many benefits. We are confident that the package offered represents good value and is relatively low risk when compared with letting the property on the open market.

Are there any deductions from my rent?

No. However, if you ask us to carry out repairs or works on your behalf we can deduct these costs from the rent with your agreement. We may also deduct the costs of repairs if you have not undertaken works which are your responsibility and we have had to carry these out on your behalf.

Am I expected to supply safety certificates?

You must obtain a Landlord Gas Safety Record, NICEIC Electrical Installation Condition Report (EICR) and an Energy Performance Certificate (EPC). Any built in appliances which are present will need to have Portable Appliance Testing (PAT). You will also need to arrange an asbestos management survey report before any property can be accepted onto the PSL scheme. We can provide you with the advice you need on obtaining these.

These reports may highlight work that needs to be done to the property before we can accept it onto the PSL scheme.

Who is responsible for repairs?

We will carry out up to £500 worth of minor repairs each year. As the property owner, you will be responsible for some repairs (as clearly explained in the lease agreement).

Some items, including appliance, floor coverings, net curtains, blinds, shower curtains, lamp-shades and bath panels are taken in to account in the agreed rental payment and are therefore written-off over the lease term. These will be specified in the lease and we will not be responsible for the replacement or repair of these items.

Should repairs for which you are responsible be required, we will contact you to confirm what needs to be done. We will also ask you to confirm what steps you intend to take to address the problem.

We may be able to arrange some of the major works or repairs required during the lease period that would usually be your responsibility. Works can be carried out by our in-house contractors and the cost can be deducted from future rental payments.

At the end of the leasehold agreement, the property will be returned to you in the same condition (minus fair wear and tear) as when the agreement started.

About the lease

The lease is between the property owner and EEBC. Our solicitors have carefully drawn up the lease to comply with housing legislation. The lease explains the obligations for you as the property owner and for us. We offer a fixed term between three years and five years.

The lease is a legal agreement whereby you rent out your property to EEBC and we sub-let it to people in need of housing. Under the agreement, we are responsible for paying you rent and managing the property, offering you peace of mind and a guaranteed income.

As such, we expect most owners to stay with the scheme for the full duration. In the unlikely event that the PSL scheme does not live up to your expectations, the lease agreement includes a break clause giving you the right to end the agreement on six months' notice (this right cannot be exercised in the first year of the agreement). We have the right to end the agreement on three months' notice.

Who do we house?

The majority of people we house are registered on our housing waiting list and in urgent need of accommodation. Most are local families with children, although we also house single people, couples and older people.

What happens if the tenant doesn't pay their rent to the council?

This will have no effect on the rent you receive. We are your tenant and guarantee that your rent will be paid in full every month, in advance for the duration of the lease.

What steps will you take to ensure that the property is looked after and what happens at the end of the leasehold agreement?

We will carry out regular property inspections allowing us to keep an eye on the condition of the property and we will ensure that any minor repairs are attended to as soon as possible. We will deal with all tenancy related management issues. At the end of the leasehold agreement, the property will be returned to you with vacant possession in the same condition (minus fair wear and tear) as when the agreement started.

Who is responsible for utility and council tax costs?

The occupiers of the property will be responsible for utility bills including council tax. We will help the occupiers set up their utilities and ensure that accounts are closed when they move out of the property. We will be responsible for the council tax for periods that the property is vacant.

What if I have a mortgage on the property?

You may wish to seek advice from your mortgage lender, or seek legal advice if you have any concerns regarding your mortgage.

What insurance do I need to provide?

You will need to ensure that your property has appropriate insurance. You can obtain insurance policies specifically for rental properties.

You must have building insurance with public liability cover for a minimum of £2million and it must cover the periods when the property is unoccupied.

Taxation issues

Your local tax office will be able to provide advice and guidance about tax payable on your rental income. Please be aware if you are to live abroad whilst leasing your property you are considered to be a non-resident landlord. Further information is available at www.hmrc.gov.uk.

As the property owner, what do I have to do?

- Provide the property in the condition agreed prior to the lease being signed and make sure the property is well maintained and safe for the duration of the lease
- Repair and maintain the structure of the property and services

- Allow us to manage the property and occupants to live in the property without any interference
- Arrange building insurance with public liability cover for a minimum of £2million
- If the property has gas you will need to arrange annual gas safety inspections and provide us with a copy of the Landlord Gas Safety Record
- Have in place a central heating service contract. If the property has gas central heating you must hold a 3 star service contract such as British Gas HomeCare Two or the equivalent cover with another registered gas safe engineer. If the heating system is electric, you must hold a service contract with an NICEIC accredited electrician or electricity company. The cover must have no excess
- Provide an NICEIC Electrical Installation Condition Report (EICR) and an Energy Performance Certificate (EPC). Any built in appliances which are present will need to have Portable Appliance Testing (PAT)
- Arrange an asbestos management survey report

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The PSL process

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Register your interest

Please complete the contact form on the private sector leasing page of our website or contact our PSL officer on 01372 732000.

Initial inspection

We will arrange for our PSL officer to visit the property and identify what, if anything needs doing to the property to meet our letting standard. We will also confirm the guaranteed rent we would be willing to pay.

You may need another inspection depending on the nature of any work outlined on the initial visit.

Application

You will need to complete the application form and return it to Housing Services, The Town Hall, The Parade, Epsom, Surrey, KT18 5BY or by email to housing@epsom-ewell.gov.uk

If the property is leasehold

We will need details of the freeholder and provide us with your lease. Your lease must allow you to lease the property. You will remain responsible for leasehold service charges for the duration of the lease.

Buildings insurance

Under the terms of the lease you will remain responsible for the building insurance. You will need to tell your building insurer you are joining the scheme and that some of the tenants may be on welfare benefits. You will need to ensure that you have public liability insurance cover up to the value of £2million. This will offer protection to the occupants who live at the property in case they are injured due to an issue with the building.

Proof of ownership

We will need proof that you own the property.

Owners contact details

We will require a UK address and contact. If the owner is living abroad we will still need a UK address and contact in addition to the owner's address abroad.

If you are living abroad whilst leasing your property you are considered to be a non-resident landlord and you will need to contact HMRC.

Central heating maintenance

Properties with a gas central heating system should have a maintenance contract (comparable to the British Gas HomeCare Two cover). Please ensure that we are named on the contract as occupier so that we have full authority to make call-outs under the contract. You will need to provide us with the policy number, the commencement date and any other information we need in order to arrange call-outs under the contract.

Safety checks

Before the lease is signed we will need:

- Landlord Gas Safety Record (LGSR)
- NICEIC Electrical Inspection Condition Report (EICR) and PAT testing on any built in appliances
- Energy Performance Certificate
- The gas and electrical certificates will need to show that no remedial works are required to make the property safe
- An asbestos management survey report
- Working smoke and carbon monoxide detectors

Final inspection

Once we have received all relevant documents and all required works are completed to our satisfaction we will return to the property to make a schedule. A photographic inventory is taken for our records, readings are taken from the utility supply meters, and the locations of stop valves are identified.

We require two sets of keys and keys for window locks, operating instructions for heating and built-in appliances and details of any guarantees.

It is your responsibility to advise the council tax department that you will be leasing the property to us. You will need to do this as soon as you sign the lease.

It is your responsibility to inform gas, water and electric companies that the property is rented to us and meters should be read on the day the term starts. We will take responsibility for this once the term commences.

Lease Agreement

The term will start on the date specified in the lease.

Two copies of the lease agreement will be given to you during the final inspection. Once signed and witnessed, you need to return both copies to us so that we can sign and complete the lease. A copy will be sent to you for your records.

Please check the lease agreement carefully as the terms of the lease will take precedence over these guidance notes. Seek legal advice if you have any queries.

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Repairs and maintenance

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Who is responsible for what?

Repairing obligations are set out below:

Repairing obligations	Landlord	Council
Insurable risks	√	
Fair wear and tear	√	
Minor repairs up to a maximum of £500 per year		√
Repairs where the £500 limit has been reached	√	
All structure and exterior e.g foundation, roofs, ceiling, walls (internal & external), floors, doors and windows, drain and gutters, external pipes, chimneys, chimney stacks and flues	√	
Kitchen fittings, including kitchen units	√	
Built in appliances (if applicable)	√	
Annual gas safety inspection	√	
Any defects present at the start of the tenancy	√	
Damage caused by the council or our tenant (unless it is an insurable risk)		√
Removing rubbish at the end of tenancy		√
Keeping the garden trimmed and tidy		√

Please contact our PSL officer to discuss this further if you have any queries.

Minor repairs

We will cover minor repairs up to a maximum of £500 a year. This may cover:

- Replacement of taps
- Unblocking sink wastes and gullies
- Replacement of defective door furniture
- Maintenance of seals to showers, baths, wash-hand basins etc.

The PSL service will:

- Make sure as far as reasonable that any repairs carried out by our contractors are done satisfactorily and within the agreed time scale
- Arrange all call-outs under your maintenance agreement for the central heating/hot water system
- Give the occupant instructions about the use of built-in services and appliances
- Take reasonable steps to ensure the security of the property and give instructions to occupants on security matters
- Hold spare keys for the property in a secure place and issue and recover keys from occupants

Carpets, curtains and decorations

Curtain rails, poles or blinds must be securely fitted above all windows except in the kitchen and bathroom. Whilst curtains are not necessary we do require that windows have some form of covering, curtain, net or blind to enable privacy.

The cost of appliances, floor coverings (carpets, vinyl flooring, laminated floorings etc.), net curtains, blinds, shower curtains, lamp-shades and bath panels are taken in to account in the agreed rental payment and are therefore written-off over the lease term. We will not be responsible for the replacement or repair of these items.

Although we want you to supply the property with carpets and window coverings, we do not expect you to maintain or replace these during the period of lease.

Amenities

- There should be a separate bath or shower-room
- If the toilet is in a separate room it should be on the same floor level as the bath/shower room
- The kitchen area should include a sink with draining board, space and plumbing for a washing machine, adequate and hygienic work surfaces, adequate storage space including space for a refrigerator
- If there is no built-in cooker, space for a free-standing cooker with appropriate electric and gas connections and at least three appropriately positioned double sockets in addition to the cooker outlet
- All white goods should be removed from the kitchen, unless built-in
- Ensure that all kitchen units, including drawers open and close properly

Fixtures and fittings

Please note that if you decide to remove any current fixtures and fittings, you must repair and make good any damage caused by the removal.

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PSL scheme letting standards

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The letting standards are based on the Decent Home Standards and Housing Health and Safety Rating System (HHSRS) under Housing Act 2004, building regulations and local accommodation standards. These have been developed with the aim of providing good quality accommodation which is sustainable in the long term and minimises potential nuisance and management problems.

These standards are not comprehensive and are subject to alterations, which depend on building regulations, planning, housing and public health legislation. Building Control, Planning and Environmental Health should be consulted separately to ensure compliance of your property. You must ensure properties comply with all current regulation prior to joining the PSL scheme. We will not be responsible for any issues arising due to non-compliance.

Our lettings standard is as follows:

- Must meet statutory minimum standards under HHSRS and be free from category 1 hazards
- Be in a reasonable state of repair so that the key components of the dwelling and the building are not old or in need of replacement or major repairs
- Have reasonable modern facilities and services and therefore lacking in none of the following which must be in good working order:
 - a modern kitchen (20 years old or less)
 - a kitchen with adequate space and layout which satisfies health and safety requirements.
 - a modern bathroom (30 years old or less)
 - an appropriately located bathroom and toilet
 - adequately insulated against external noise (where external noise is a problem)
 - adequate size and layout of common areas for blocks of flats
- Provide a reasonable degree of thermal comfort and have an effective insulation and efficient heating system with an EPC rating of A to E
- It is structurally stable, fully wind and water tight and free from disrepair
- All facilities including plumbing, drainage, ventilation, heating and lighting must be in full working order
- Room layout must be suitable for safe and comfortable occupation
- Kitchens should not provide access to bedrooms or bathrooms
- It is free from dampness prejudicial to health of the occupants

- Waste water goods should be clear, leak free and in good working order
- It has adequate provision for lighting, heating, and ventilation and has an adequate piped supply of wholesome water
- There are satisfactory facilities in the dwelling house for the preparation and cooking of food, including a sink with a satisfactory supply of hot and cold water
- It has a suitably located toilet for the exclusive use of occupants
- It has, for the exclusive use of occupants, a suitably located fixed bath or shower and wash-hand basin each of which is provided with a satisfactory supply of hot and cold water.

Safety checks

Electricity and gas

As we are taking the management of the property and have a duty to ensure occupants safety, safety inspections are required for the gas and electrical insulations. You must provide copies of the Electrical Inspection Condition Report (EICR) by an NICEIC approved contractor and Landlord Gas Safety Record produced by a contractor who is Gas Safe registered.

With regards to NICEIC periodic inspections these must be undertaken every 5 years. You must provide a fresh EICR report to be accepted onto the PSL scheme. Any built in appliances which are present will need to have Portable Appliance Testing (PAT).

The Landlord Gas Safety Record must indicate that all appliances within the property are safe to use before we can lease the property from you. If the property has gas, you will need to arrange annual gas safety inspections and provide us with a copy of the gas safety certificate.

Energy Performance Certificate (EPC)

Since 1 October 2008 all properties being bought, sold, built or rented are required by law to have an EPC. The certificate lasts for 10 years and gives an energy efficiency rating of A to G (A being the most efficient and G being the least). Only properties with a rating of more than 39 will be accepted on the PSL scheme (A to E).

An asbestos management survey report

The purpose of this survey is to locate as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

External standard

Roof

To be watertight and free from defects and loose or missing tiles.

Guttering/down pipes

Pipes to be secured to wall, gutters free from blockages and in good repair.

Garden

- Garden to be clear of rubbish, building materials and animal faeces
- To have vegetation cut back including shrubs and trees
- Fences to be continuous, secure, safe and in good repair
- Gate/s to be operational, gate posts/pillars to be secure
- Paved/patio areas and paths/steps must be even and sound with no tripping hazards
- Garden ponds must be emptied and filled in to make them safe
- Greenhouses must be dismantled and removed

Balconies and roof terraces

You must provide railings to external roofs which the occupiers may have access to. The railing must be galvanised steel (or equivalent) conforming to BS standards with minimum height of 1.1m and must not have any gaps larger than 10cm.

Refuse disposal

Dependent upon the area's waste disposal method you will need to supply a heavy-duty plastic refuse bin, a wheelie bin and recycling bins as required by the local authority.

Water and gas stopcocks

Stopcocks should be reasonably sited, in good order, and capable of effectively isolating the whole of the water or gas supply in an emergency.

Internal standard

Heating

- Heating must be gas central heating, unless there is no gas provided to a block in which case electric heating will be considered
- If the heating is electric it can only be a wall mounted convector or night storage heaters and it must be appropriately connected to a fused spur. We will not accept heaters which are plugged in to electrical sockets
- The heating must be able to be switched on without turning on the hot water, and vice versa
- Hot water heating systems must be fitted with adequate heating controls, including a timer and/or thermostatic radiator valves
- Gas heating boilers should be less than 10 years old and if installed in a bedroom must be fitted with a carbon monoxide detector

Condensation

Condensation will occur, at some time, in all homes. Condensation problems due to structural features should not be so pervasive as to constitute a health hazard or become a statutory nuisance.

Properties with condensation problems often have signs of persistent mould growth, peeling paint, paper etc. To overcome this issue additional ventilation e.g. trickle vents, electrical extractor fans (especially in kitchens and bathrooms) are required.

Insulation

- All lofts should be insulated to current standards
- All hot water tanks should be foam lagged or have a good quality cylinder jacket and all water pipes prone to frost damage should be adequately protected with lagging
- Where necessary, cavity wall insulation should be added

Fire Safety

- Smoke detectors – the preferred type is hard wired interlinked smoke detectors installed to each floor of the dwelling
- In a house with two floors, at least two smoke detectors must be fitted, one to the ceiling in the hallway outside the kitchen and the second on the landing
- Carbon monoxide detectors must be fitted
- Fire blankets to be fitted in the kitchen
- Polystyrene ceiling tiles are not acceptable because of the possible fire risk and would need to be removed from all rooms

Electrical

- Existing circuits, installations and equipment should be in safe working condition
- All installations must be earth-bonded
- An NICEIC approved electrician must inspect the electrical installation in the property prior to letting and any defects rectified. A copy of the NICEIC Electrical Inspection Condition Report (or an Installation Certificate for a new or renewed installation) must be provided
- You must also ensure that all sockets are RCD controlled and any light fittings in the bathroom/s and shower room/s must be enclosed
- The stairwell should have a two-way light switch operable from either floor
- A 45amp double pole switch required for the cooker
- All rooms should have a lighting pendant or batten holder with light shades and bulb points with a simple on off switch
- Fluorescent lighting is only acceptable in the kitchen

Socket Requirements:

Living room	Four double
Double bedroom	Three double
Single bedroom	Two double
Kitchen	Three double at worktop height plus one for fridge and one for washing machine
Boiler	To be wired to spur
Halls and Landing	One double

NB – No sockets to be fitted directly over cooker or hob.

Fireplaces

- Gas fires places must be capped off below floor level and removed
- Unused fireplaces should be properly blocked up and provided with a non-closing vent and fly screen

Internal decoration

- Walls to be free from evidence of damp, mould, condensation, peeling paper etc. Plaster walls to be smooth and sound

- Décor to be of a reasonable standard, preferably in neutral colours
- Curtain poles, tracks or blinds to be provided in all rooms
- In dwelling built pre 2000, a rough artex finish to walls where it may be a danger to the occupants should be plastered over to a level and even finish sufficiently for the artex to bond with plaster and encapsulated or sealed

Floors

- To be level, sound and free from rot
- Uneven floorboards should have hardboard fitted
- Floor covering should be free from trip hazards, e.g. well secured and free from rips and tears
- Kitchen and bathroom flooring must be non-slip, water resistant and washable e.g. vinyl, tiles, lino etc.

Windows

- Windows should provide adequate light and ventilation to the room
- They should be openable, undamaged, free from decay and decorated
- Double glazed windows are preferred
- Glazing should be securely fixed and waterproof. Windows must be draught proof and correctly balanced
- Windows that can be opened on first floor level and above with a sill height below 85cm (3') should be restricted to an opening no more than 10cm (4") to prevent them being a fall hazard

Glazing

- Any glazed entrance doors, internal doors, screens or panels within the property be fitted with toughened glass or have safety film properly applied to prevent shattering if they break
- Windows in bathrooms and toilets must be glazed with obscured glass or be treated with plastic film to provide the same level of privacy

Doors

- All doors should be in sound condition, open and close freely and locks should be removed from internal doors (excluding bathroom)
- Any glazed doors must have toughened glass or safety film applied on any glass panels

Stairs

- Stairs banisters and handrails must be strong and well fixed
- Handrails must be provided to all internal and external stairs and landings
- Gaps between balusters should be no greater than 10cm (4")
- Horizontal slat style banisters will need to be replaced with conventional balustrades or boarded over both sides with plywood
- Open risers should be infilled
- Spiral staircases are not acceptable

Bedrooms

- Bedrooms must have reasonable arrangement for space
- Minimum bedroom size is 6.5 sq. m per adult (70 sq ft)
- Properties where bedrooms are accessed via kitchen or bathroom will not be accepted on to the scheme

Kitchens

- Kitchen units should be in good serviceable condition and the worktops must cover all the base units and be a minimum of 1000mm
- A minimum of 2 x 1000mm floor units with minimum of two drawers, plus a 2 x 1000mm wall unit must be provided
- Kitchen sinks should include a draining board
- Worktops to be made of materials that can be easily cleaned
- A splash back with a minimum height of 300mm must be fitted to all walls adjoining worktops and sinks
- All tiling should be well fitted and have no cracks, chips or mould
- All joints between the worktops, tiles and sink to be sealed around edges with silicone sealant
- Waste pipes and taps to be defect free, no leaks or drips
- Space and necessary plumbing for a washing machine
- Space for a fridge freezer
- If there is a gas supply to the property, you must also ensure that there is a gas point available in the kitchen for the installation of a gas cooker
- You must also ensure that there is an electric cooker switch fitted at the property
- Kitchens must be well ventilated with an openable window or be fitted with a suitable extractor fan
- Fire blanket to be fixed in the kitchen

Bathroom

- A bathroom must be provided containing a wash hand basin either fixed bath or a shower
- Basins and baths must be in a good condition and well-sealed to the tiled splash back with waterproof silicon sealant
- Tiled splash backs must be in good condition and be a minimum of 300mm
- Separate shower cubicles and where shower is fitted above bath, tiled up to the height of 1800mm
- Baths should be free from chips, rust or staining and adequately supported
- Bath panels must be replaceable and securely fixed with cups and screws or concealed fixings
- Toilet pans and seats must be clean, free from cracks or chips and should be well secured to the floor
- Waste pipes to the toilet, bath and sink should be free flowing, watertight and fitted with overflow pipes
- The bathroom should have a window, which is easily opened
- Where additional ventilation is required you should fit either a permanent vent through the external wall or provide an airflow ventilator in the window
- Bathrooms with no windows must have a low voltage mechanical extractor fan with controls and isolation switch outside the bathroom
- Glass in bathroom doors should be safety glass and windows should be opaque
- Light bulbs in bathrooms must be enclosed according to current regulation

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